

Process Return from Leave action

PA40

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11.12.04	Emilie Miller	Edit 1
11.17.04	Emilie Miller	Edit 2
11/16/05	Chylynn Hansel	Edit 3

Purpose

Use this procedure to process a Return from Leave for an employee.

Trigger

Perform this procedure when an employee is returning from leave.

Prerequisites

- In HRMS, the employee must have been placed on leave using the Paid Leave of Absence action or the Unpaid Leave of Absence action.

Menu Path

- Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions










Transaction Code

PA40

Helpful Hints

- If the employee is on an extended leave of absence, you may have to adjust the Unbroken Service date, Anniversary date, and Seniority date in the *Date Specifications* infotype (0041). For information about making these adjustments, see Update Date Specifications.
- For rules about adjusting Date Specifications, refer to:
 - [WAC 357-31-345](#)
 - [WAC 357-46-055](#)
 - Agency bargaining agreements

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.



Procedure

1. Start the transaction using the above menu path or transaction code **PA40**.

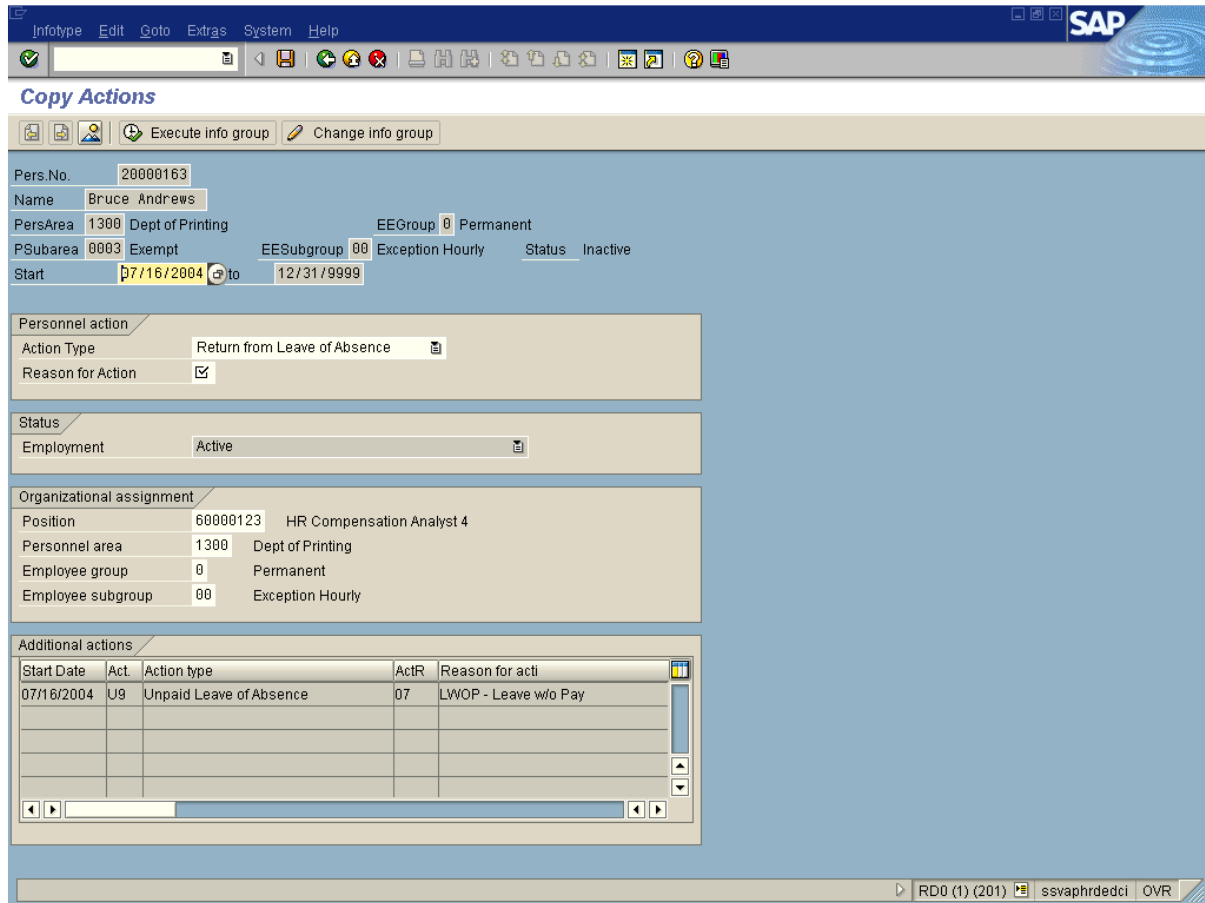
Personnel Actions

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 20000163
From	R	The effective date of the action. Example: 7/16/2004

3. Click  (Enter) to validate the information.
4. Click the gray box to the left of **Return from Leave of Absence**.
5. Click  (Execute).

Copy Actions




The screenshot shows the SAP 'Copy Actions' window. At the top is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Copy Actions' and contains several sections:

- Personnel action:** Includes fields for 'Action Type' (set to 'Return from Leave of Absence') and 'Reason for Action' (with a checkmark).
- Status:** Includes a field for 'Employment' (set to 'Active').
- Organizational assignment:** Includes fields for 'Position' (60000123), 'Personnel area' (1300), 'Employee group' (0), and 'Employee subgroup' (00).
- Additional actions:** A table with columns 'Start Date', 'Act', 'Action type', 'ActR', and 'Reason for acti'. The first row shows '07/16/2004', 'U9', 'Unpaid Leave of Absence', '07', and 'LWOP - Leave w/o Pay'.

At the bottom right, there is a status bar showing 'RD0 (1) (201)' and 'ssvaphrddedci OVR'.

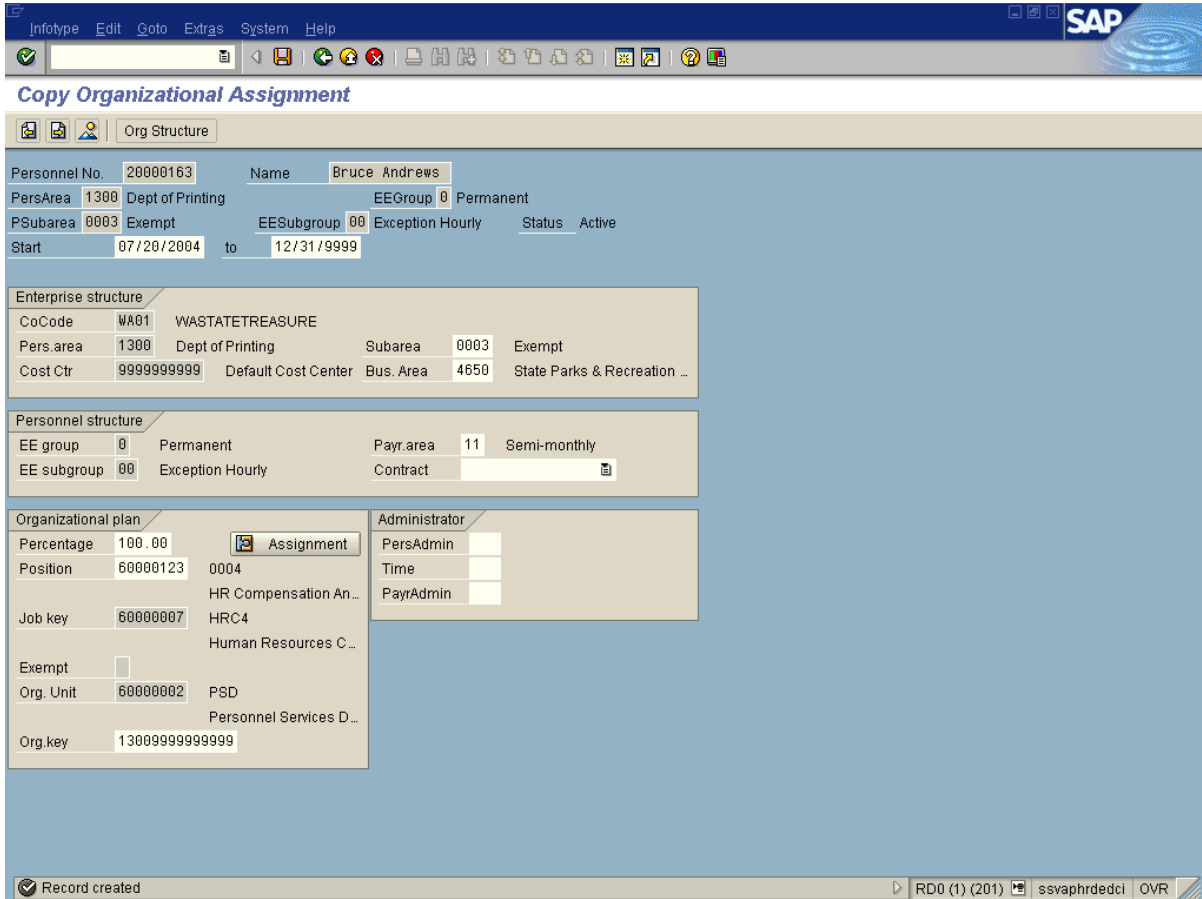
6. Complete the following fields:

Field Name	R/O/C	Description
Reason for Action	R	It stores the reason that an action has been performed. Example: 01 Return LWOP-Leave w/o pay

7. Click  (Enter) to validate the information.

8. Click  (Save).

Copy Organizational Assignment




The screenshot shows the SAP 'Copy Organizational Assignment' screen. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). Below the title bar, there are tabs for 'Org Structure' and 'Assignment'. The main form is divided into several sections:

- Personnel Data:** Personnel No. 20000163, Name Bruce Andrews, PersArea 1300, Dept of Printing, EEGroup 0 Permanent, PSubarea 0003 Exempt, EESubgroup 00 Exception Hourly, Status Active, Start 07/20/2004 to 12/31/9999.
- Enterprise structure:** CoCode WA01, WASTATETREASURE, Pers.area 1300, Dept of Printing, Subarea 0003 Exempt, Cost Ctr 9999999999, Default Cost Center, Bus. Area 4650, State Parks & Recreation ...
- Personnel structure:** EE group 0 Permanent, Payr.area 11 Semi-monthly, EE subgroup 00 Exception Hourly, Contract.
- Organizational plan:** Percentage 100.00, Position 60000123 0004, Job key 60000007, Exempt, Org. Unit 60000002, Org.key 13009999999999.
- Assignment:** HR Compensation An..., HRC4, Human Resources C...
- Administrator:** PersAdmin, Time, PayrAdmin.

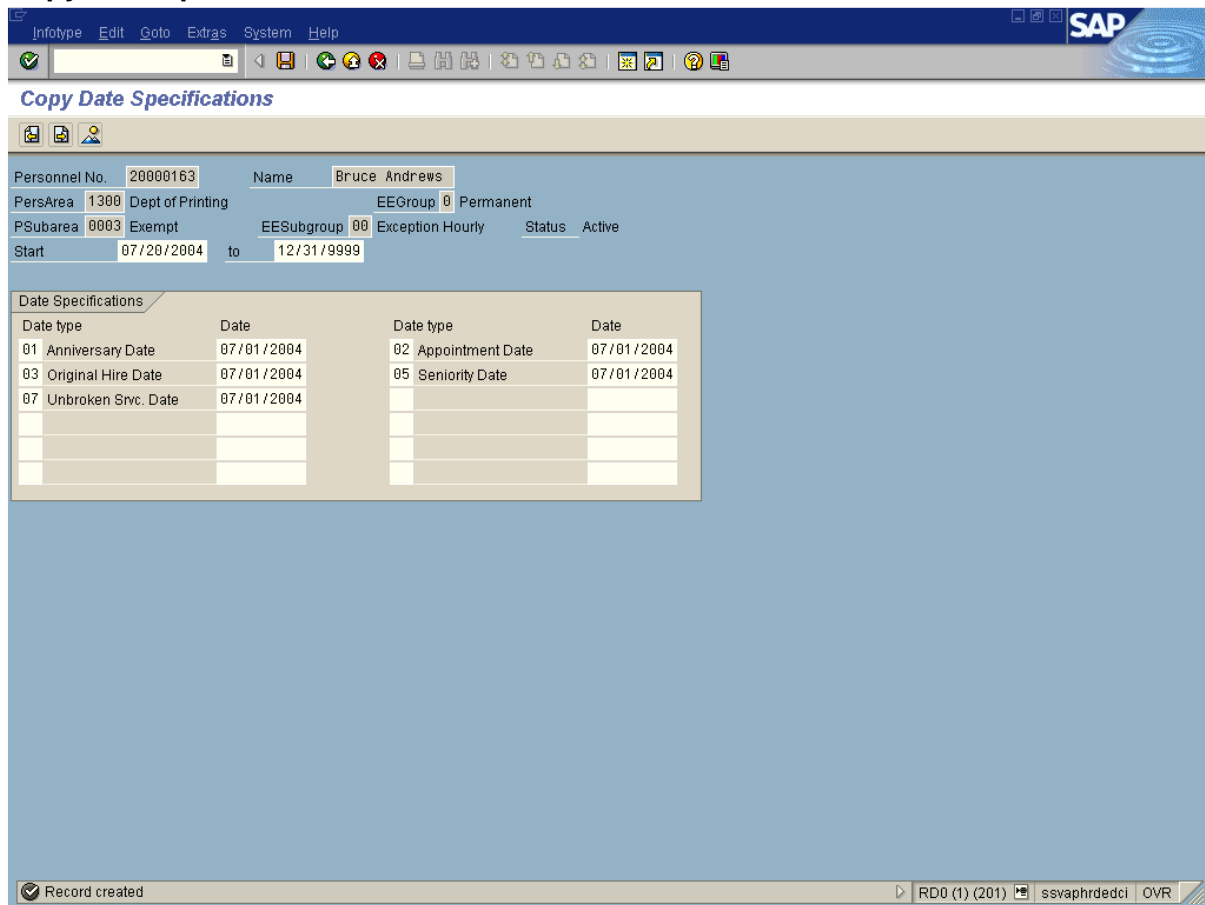
At the bottom, a status bar indicates 'Record created' and 'RD0 (1) (201)'.

9. If necessary, make any changes that are needed to the fields.

10. Click  (Enter) to validate the information.

11. Click  (Save).

Copy Date Specifications



The screenshot shows the SAP HRMS 'Copy Date Specifications' screen. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a form with the following fields:


Personnel No. 20000163 Name Bruce Andrews
PersArea 1300 Dept of Printing EEGroup 0 Permanent
PSubarea 0003 Exempt EESubgroup 00 Exception Hourly Status Active
Start 07/20/2004 to 12/31/9999

Below the form is a table titled 'Date Specifications' with the following data:

Date type	Date	Date type	Date
01 Anniversary Date	07/01/2004	02 Appointment Date	07/01/2004
03 Original Hire Date	07/01/2004	05 Seniority Date	07/01/2004
07 Unbroken Svc. Date	07/01/2004		

At the bottom of the screen, there is a status bar with a checkmark icon and the text 'Record created'. On the right side of the status bar, there is a dropdown menu showing 'RD0 (1) (201)' and a button labeled 'ssvaphrdedct OVR'.

12. Make adjustments to dates as needed.

13. Click  (Enter) to validate the information

14. Click  (Save).

15. You have completed this task.

Result

You have returned your employee from a Leave of Absence.

Comments